



DEPARTMENT OF HISTORIC RESOURCES

2801 Kensington Avenue, Richmond, Virginia 23221

Telephone: (804) 367-2323 Fax: (804) 367-2391

PRELIMINARY INFORMATION FORM

INDIVIDUAL PROPERTY

The following constitutes an application for preliminary consideration of eligibility for the nomination potential of a property to the Virginia Landmarks Register and the National Register of Historic Places. This does **not** mean that a property is being nominated to the registers at this time. Rather, it is being evaluated to determine if it qualifies for such listings. Applicants will be notified of the staff's and the State Review Board's recommendations.

Contact the Virginia Department of Historic Resources Archivist to determine if previous survey material for this property is on file, and if the resource has been previously evaluated by DHR. Obtaining previously recorded information could save a significant amount of time in preparing this Preliminary Information Form (PIF). The archivist may be reached by phone at (804) 367-2323, ext. 124, or by email at Quatro.Hubbard@dhr.virginia.gov. The archivist will also give you the address of the regional office to which you should send your completed PIF materials.

Please type this form and, if additional space is needed, use 8½" X 11" paper. If an electronic version of this PIF is available, it would be helpful if it could be submitted on a disc, or via email to the archivist. Note: All submitted materials become the property of the Virginia Department of Historic Resources and will not be returned.

Photographs: Please provide at least four (4) black and white (B&W) photographs (generally North, South, East and West elevations) and four (4) B&W photographs of the interior space. Also provide photographs of other buildings on the property and views of the general setting. The inclusion of photographs is essential to the completion of this application. **Without photographs, the application cannot be evaluated.** Photographs should be labeled on the reverse side in soft pencil or china marker (not with adhesive labels), and are not to be mounted or affixed in any way.

Digital Images: We cannot accept digital photographs in lieu of 35 mm B&W prints, however we welcome them as supplements.

Maps: Please include two (2) maps showing the location of the property:

- A copy of a USGS Quad map with name of county/city printed on map and with the name of the property indicating its location (USGS Quadrangle maps can be printed free of charge from www.topozone.com or can be bought from many surveying or engineering supply stores), and
- A sketch site plan showing the primary resource, outbuildings, potential and/or known archaeological sites, highways, and main roads (noting street and route numbers), and other features that are important in conveying the significance of the total property. Please include a "North" arrow.

Before submitting this form, please make sure that you have included the following:

- Labeled USGS Quadrangle map
- Sketch site plan map of property
- 4 labeled B&W exterior photos
- 4 labeled B&W interior photos
- General surrounding photos (labeled)
- Completed Resource Information Sheet, including
 - Owner's signature
 - Applicant contact information
 - City or county official's contact information

Thank you for taking the time to submit this Preliminary Information Form. Your interest in Virginia's historic resources is helping to provide better stewardship of our cultural past.

Virginia Department of Historic Resources

PIF Resource Information Sheet

This information sheet is designed to provide the Virginia Department of Historic Resources with the necessary data to be able to evaluate the significance of the property for possible listing in the Virginia Landmarks Register and the National Register of Historic Places. This is not a formal nomination, but a necessary step in determining whether or not the property could be considered eligible for listing. Please take the time to fill in as many fields as possible. A greater number of completed fields will result in a more timely and accurate assessment. Staff assistance is available to answer any questions you have in regards to this form.

General Property Information	For Staff Use Only DHR ID #:
Property Name(s): _____	
Property Date(s): _____ <input type="checkbox"/> Circa <input type="checkbox"/> Pre <input type="checkbox"/> Post Open to the Public? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Property Address: _____ City: _____ Zip: _____	
County or Ind. City: _____ USGS Quad(s): _____	

Physical Character of General Surroundings
Acreage: _____ Setting (choose one): <input type="checkbox"/> City <input type="checkbox"/> Urban <input type="checkbox"/> Town <input type="checkbox"/> Suburban <input type="checkbox"/> Rural <input type="checkbox"/> Transportation Corridor
Site Description Notes/Notable Landscape Features:
Secondary Resource Description (Briefly describe any other structures (or archaeological sites) that may contribute to the significance of the property:
Ownership Category: <input type="checkbox"/> Private <input type="checkbox"/> Public-Local <input type="checkbox"/> Public-State <input type="checkbox"/> Public-Federal

Individual Resource Information
What was the historical use of this resource? Examples include: Dwelling, Grist Mill, Bridge, Store, Tobacco Barn, etc...
What is the current use? (if other than the historical use) _____
Architectural style or elements of styles: _____
Architect, builder, or original owner: _____
of stories _____ Condition: <input type="checkbox"/> Excellent <input type="checkbox"/> Good <input type="checkbox"/> Fair <input type="checkbox"/> Deteriorated <input type="checkbox"/> Poor <input type="checkbox"/> Ruins <input type="checkbox"/> Rebuilt <input type="checkbox"/> Renovated
Are there any known threats to this property?

Resource Component Information

Please answer the following questions regarding the individual components of the resource. If the component does not exist, answer "n/a." If you feel uncomfortable in answering the question, please leave the space blank. Photographs of the features can also help our staff identify specific feature components. Usually, priority is given to describing features on the primary (front) facade of the structure.

Foundation: Describe the foundation that supports the structure. Examples include piers, continuous brick, poured concrete.

Structure: Describe the primary structural component of the resource. Include primary material used. Examples include log, frame (sawn lumber), and brick. Also include the treatment, such as a particular brick bond or type of framing, if known.

Walls: Describe the exterior wall covering such as beaded weatherboard or asbestos shingles.

Windows: Describe the number, material, and form of the primary windows. This includes the number of panes per sash, what the sashes are made of, and how the sashes operate (are they hinged or do they slide vertically) Have the windows been replaced?

Porch: Briefly describe the primary (front) porch. List the primary material, shape of the porch roof, and other defining details.

Roof: Describe the roof, listing the shape and the covering material.

Chimney(s): List the number of chimneys and the materials used. Include the brick bond pattern if possible.

Architectural Description of Individual Resource: *(Please describe architectural patterns, types, features, additions, remodelings, or other alterations. A sketch of the current floor plan would be appreciated)*

Significance Statement: Briefly note any significant events, personages, and/or families associated with the property. (Detailed family genealogies are not necessary.) Please list all sources of information. It is not necessary to attach lengthy articles or genealogies to this form. Normally, only information contained on this form is forwarded to the State Review Board.

Legal Owner(s) of the Property (For more than one owner, please use a separate sheet.)Mr. ☐ Mrs. ☐
Ms. ☐ Miss ☐

(Name)

(Firm)

(Address)

(City)

(State)

(Zip Code)

(Email Address)

(Daytime telephone including area code)

Owner's Signature: _____ Date: _____

• • Signature required for processing all applications. • •

In the event of corporate ownership you must provide the name and title of the appropriate contact person.

Contact person: _____

Daytime Telephone: ()

Applicant Information (Individual completing form if other than legal owner of property)Mr. ☐ Mrs. ☐
Ms. ☐ Miss ☐

(Name)

(Firm)

(Address)

(City)

(State)

(Zip Code)

(Email Address)

(Daytime telephone including area code)

Applicant's Signature: _____

Date: _____

Notification

In some circumstances, it may be necessary for the department to confer with or notify local officials of proposed listings of properties within their jurisdiction. In the following space, please provide the contact information for the local County Administrator or City Manager.

Mr. ☐ Mrs. ☐ Dr. ☐
Miss ☐ Ms. ☐ Hon. ☐

(Name)

(Position)

(Locality)

(Address)

(City)

(State)

(Zip Code)

(Daytime telephone including area code)

Please use the following space to explain why you are seeking an evaluation of this property.

Would you be interested in the State and/or the Federal Rehabilitation Tax Credits? Yes ☐ No ☐Would you be interested in the easement program? Yes ☐ No ☐